

# *How to Apply for a Visa*

## *Guidelines for Canadian Citizens*

### IMPORTANT NOTICE

*This guide is intended as a general guide to facilitate the application for the corresponding visa in the Consulate. We strongly encourage applicants to confirm the information with their corresponding Consulate (depending on their place of residence) as detailed below.*

#### 1. Documentation

To request a student visa, an applicant must submit the following documentation, both original and a copy:

- **A valid passport** or travel document recognized by Spain with a minimum validity equal to the intended stay in Spain.
- **Acceptance letter from the “Comunidad Autónoma” in Spain**
- **Out of country medical insurance** coverage. This is usually provided by the “Comunidad Autónoma”
- **Proof of financial reliability.** - Bank statements or contract information. A minimum amount of € 538.00 (or CAN \$ 820.00) per month of stay is required. The monthly allowance provided by the “Comunidad Autónoma” will be taken into consideration to meet this requirement
- **A completed and signed visa application form** with one (1) recent full-face color photograph taken in person by a commercial photographer or studio no more than six months before the date you submit your application. It should also meet the requirements pictured on this [link](#).
- Payment of consular fees: CAD \$125.00.
  - Cash (***if you come physically to the consular office; do not mail in any cash***),
  - Money order or certified cheque payable to the Embassy of Spain (for those applications processed in Ottawa). **If you need to process your application in the General Consulate of Spain in Montreal or in Toronto, a cheque must be made payable to each specific Consulate (check the Consulate you belong to for further information on this matter).**
- If the duration of the stay is over 6 months:
  - A **medical certificate** issued by your family doctor worded as follows:  
“This medical certificate states that Mr./Mrs. does not suffer from any diseases that may have serious consequences on public health in accordance with the provisions contained in the 2005 International Health Regulations.” (This certificate must either be printed on the doctor’s letterhead or stamped by his / her Office).
  - A **Police Check** issued by the authorities of all the countries where an applicant has resided for the last 5 years, including Canada. The Police Check has to be legalized only if issued by a different country other than Canada.

**NOTE:** The Canadian Police Check should be issued by the **RCMP Headquarters** and contain the fingerprints of the visa applicant. You can find information on how to obtain one [here](#).

**We will not accept Police Checks issued by local Police Stations.**

**PROCESSING THIS TYPE OF VISAS CAN TAKE UP TO 45 DAYS.**

## **2. Application**

Applicants should check how to submit their applications at the Consular Office of the Embassy or Consulate General corresponding to their province of residence:

- The consular jurisdiction of the [Spanish Embassy in Ottawa](#) includes **ONLY** the National Capital Region (Ottawa and Gatineau).
- The consular jurisdiction of the [Consulate General of Spain in Toronto](#) includes the provinces/territories of Alberta, British Columbia, Manitoba, Ontario (except Ottawa), Saskatchewan, Northwest Territories, Yukon and Nunavut.
- The consular jurisdiction of the [Consulate General of Spain in Montreal](#) includes the provinces of Prince Edward Island, Nova Scotia, New Brunswick, Québec (except Gatineau), and Newfoundland and Labrador.